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CHAPTER THREE

GENERAL OPERATIONS

Use of Force

Standard 300 - Use of Force Policy

A written directive establishes the agency's use of force policy, to include at a minimum:

- (a) a statement that only the force necessary to effect lawful objectives will be used;**
- (b) guidelines on the use of force;**
- (c) guidelines on the use of all types of force and all types of lethal and non-lethal control devices authorized by the agency; and**
- (d) reporting and review requirements to ensure use of force incidents receive management assessment for adherence to agency policies and training.**

Standard 301 - Deadly Force

A written directive states that the use of deadly force is permitted only when the officer reasonably believes the action is necessary in defense of human life, including the officer's own life, or in defense of any person in danger of "great bodily injury" as defined by the agency.

Standard 302 - Review of Use of Force

A written directive provides an internal process for the investigation, documentation, review and disposition of any incident where an officer's action results in, or is alleged to have resulted in, injury or death of another person.

Guideline: The intent of this standard is to ensure use of force incidents are fully investigated, properly documented and thoroughly reviewed. The review process should determine whether rules and regulations of the agency were followed, ensure documentation is maintained in the event of future litigation, and evaluate the need for training.

Standard 303 - Warning Shots

A written directive establishes a policy concerning "warning" shots.

Standard 304 - Carrying of Weapons

A written directive establishes a policy concerning the use and carrying of weapons both on and off duty.

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Guideline: The policy should identify and address the proper use of agency authorized firearms and ammunition and other weapons such as chemical agents, and impact weapons.

Standard 305 - Discharge of Firearm

A written directive establishes an internal process concerning the investigation, documentation, review and disposition of any incident when an officer discharges a firearm other than during training or other lawful recreational purpose.

Guideline: The agency should have a procedure to investigate and review incidents in which agency personnel discharge a firearm, on or off duty, to ensure firearms are used lawfully and in accordance with agency policy and to evaluate the need for training.

Standard 306 - Duty Assignment

A written directive provides an administrative procedure for the determination of the duty assignment of any officer whose use of force results in a death or serious injury.

Guideline: The procedure should provide for procedures to appropriately address the needs of the employee(s) involved in such incidents.

Standard 307 - Counseling

A written directive provides that counseling services are available, at a minimum, to:

- (a) officers whose use of force results in a death or "serious" injury as defined by the agency; and**
- (b) other agency employees requesting counseling as a result of a use-of-force incident.**

Guideline: This standard ensures professional counseling or other services are available to assist an officer or other affected employee in coping with the stress and/or trauma of such an incident.

Pursuits

Standard 310 - Vehicle Pursuits

A written directive establishes the policy and describes the procedures for the conduct of vehicle pursuits. The policy shall include, at a minimum:

- (a) when to initiate a pursuit;**

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- (b) **number of involved law enforcement units permitted and responsibility of primary and secondary units;**
- (c) **communications;**
- (d) **supervisory responsibilities;**
- (e) **driving tactics;**
- (f) **blocking, ramming, boxing and roadblock procedures;**
- (g) **speed limits;**
- (h) **air support;**
- (i) **termination of a pursuit;**
- (j) **capture of suspect(s);**
- (k) **interjurisdictional considerations; and**
- (l) **reporting and post-pursuit analysis.**

Guideline: The directive must articulate the specific policy of the agency concerning vehicle pursuits. The directive must conform to contemporary state law and decisional (case) law.

Equipment

Standard 320 - Uniforms and Equipment

A written directive provides specifications for uniforms and all equipment to be worn, carried and used by agency personnel.

Guideline: Uniforms should be properly fitted, appropriate for the climate, and should identify the wearer by name and/or badge number, rank and agency. All equipment should be agency-approved and distinguish agency-issued items from optional equipment provided by employees.

Standard 321 - Body Armor

A written directive addresses the use of body armor and requires that body armor be available to all sworn personnel.

Guideline: The directive may specify circumstances when wearing body armor is mandatory. Body armor should afford protection consistent with the threat level to which officers are exposed.

NOTE: This standard is not intended to require separate body armor for each employee, but, rather, body armor should be immediately available for every officer on a given shift.

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Standard 322 - Safety Equipment

A written directive states that safety equipment appropriate to the requirements of an assignment is available to all personnel. The agency chief executive officer shall determine the necessary safety equipment and its availability.

Guideline: This standard is intended to ensure that safety equipment, including body armor, if appropriate, is available to all personnel who, by assignment, are exposed to threat of injury or an increased health hazard.

Informants

Standard 330 - Use of Informants

A written directive contains procedures to be followed in managing agency informants. At a minimum, procedures address:

- (a) recruitment of informants;**
- (b) criteria for compensating informants;**
- (c) review process for compensation and other consideration provided to informants; and**
- (d) an audit of the informant management process to be conducted, on at least an annual basis, by personnel not within the chain of command of the unit.**

Guideline: The procedures that are set up by an agency should ensure adequate safeguards regarding the reliability, confidentiality and security of information. The procedures should address handling informants in a way that will avoid putting either agency personnel or the informant in a compromising position. Specific direction should be given in the area of dealing with informants of the opposite sex.

Reporting

Standard 340 - Reporting Functions

A written directive establishes the agency's reporting functions.

Guideline: The purpose of this standard is to ensure a system exists for recording law enforcement and other actions taken by agency personnel. The directive should address report review, report control, report manual and report forms control system.

Standard 341 - Report Review

A written directive establishes a process for reviewing agency reports for accuracy, completeness, and timely reporting.

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Preliminary Investigation/Crime Scene

Standard 350 - Preliminary Investigation

A written directive establishes responsibility for conducting preliminary investigations.

Guideline: The agency should set forth parameters to protect the integrity of the investigative process. The process should include observing related conditions and the overall situation; locating and identifying witnesses or suspects; locating and collecting evidence or directing the collection of evidence; arresting or detaining suspects; and ensuring that appropriate documentation is completed.

Standard 351 - Crime Scene Investigation

A written directive sets forth the responsibility of the first responder to a report of a crime.

Guideline: A written protocol should be established to ensure that all appropriate action is taken upon the arrival of the first responder. Preliminary investigation may then be turned over to specialized investigators, based on agency's policy. The activity of the first responder to a crime scene should include interviewing the complainant and witnesses, evaluating the situation, notifying appropriate support personnel when necessary and preserving the crime scene.

Standard 352 - Crime Scene Documentation

Written directive(s) set forth a requirement for the overall documentation of crime scenes.

Guideline: An agency should establish a protocol for documentation of a crime scene and affix responsibility for managing the process. Examples may include the crime scene sketch, photographs, audio and video recording, written report or other specialized techniques.

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